

# MICRO-GRANTS FOR FOOD SECURITY



Department  
of Agriculture  
STATE OF HAWAII

# Marci Clingan

Agricultural Development Division Secretary

(808) 973-9576

[Marci.Clingan@hawaii.gov](mailto:Marci.Clingan@hawaii.gov)

# Solicitations

- Grant opportunities:

<https://hands.ehawaii.gov/hands/opportunities>

-Search for “Agriculture”

-Micro-grants for Food Security Program (MGFSP) “RFP-21-02-MDB”  
currently open

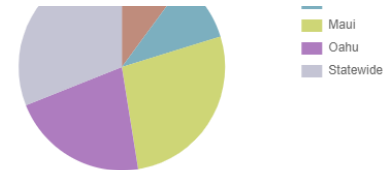
Enter keyword(s)

agriculture



Example keywords: refuse, IFB-100-SW, Q17000556, Kauai, DAGS

[Show More Search Criteria](#)



1 Results [Export to Excel](#)

☐ Show Closed Opportunities (Marked as )

Page 1 of 1 | Show  on page

< Prev Next >

Solicitation #	Title	Category	Jurisdiction	Department	Island	Published Date ▼	Offer Due Date & Time (HST)
RFP-21-02-MDB	Micro-grants for Food Security Program (MGFSP)	Goods & Services	Executive	Agriculture	Statewide	03/05/2021	04/23/2021 12:00 PM

Page 1 of 1 | Show  on page

< Prev Next >

# Proposal Submissions

- All proposal submissions sent to:
  - [Hdoa.addrfp@hawaii.gov](mailto:Hdoa.addrfp@hawaii.gov)
- Submissions to other email address – not accepted and opened
- Submissions received after the due date and time – not accepted and opened

# Hawaii Compliance Express

- Required to be compliant on Hawaii Compliance Express (HCE)
  - <https://vendors.ehawaii.gov/hce/>
- Need to be compliant at time of award
- Compliant status needed for first and final payment

# Certificate of Insurance

- Important to procure and maintain insurance coverage (required)
- Automobile liability –
  - \$1 mil for bodily injury for each person
  - \$1 mil for bodily injury for each accident
  - \$1 mil for property damage for each accident.
- Copy of requirements sent along with award letter



## STATE OF HAWAII SPECIAL CONDITIONS

Attachment – S5

1. Insurance. The CONTRACTOR shall procure at its sole expense and maintain in full force and effect throughout the term of the Contract, including any extensions, insurance coverage acceptable to the STATE. Prior to the effective date of the Contract, the CONTRACTOR shall provide to the STATE proof of the following minimum insurance coverage(s) and limit(s). Upon request by the STATE, the CONTRACTOR shall furnish a copy of the policy or policies.

Commercial general liability insurance coverage against claims for bodily injury and property damage arising out of all operations, activities, or contractual liability by the CONTRACTOR, its employees and subcontractors. For any subcontractor not insured by the CONTRACTOR, the CONTRACTOR shall provide proof of the subcontractor's insurance fulfilling the requirements herein. This insurance shall include bodily injury and property damage coverage with a minimum of \$1,000,000 per occurrence, with an aggregated limit of \$2,000,000. The commercial general liability policy shall be written on an occurrence basis and the policy shall provide legal defense costs and expenses in addition to the limits of liability stated above. The CONTRACTOR shall be responsible for payment of any deductible applicable to the policy.

Automobile liability insurance covering owned, non-owned, leased, and hired vehicles with a minimum of \$1,000,000 for bodily injury for each person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage for each accident.

Appropriate levels of per occurrence coverage for workers' compensation and any other insurance coverage required by federal or state law.

The STATE shall retain the right at any time to review the coverage, form, and amount of the insurance required herein. If, in the opinion of the STATE, the insurance provisions in the Contract do not provide adequate protection, the STATE may request that CONTRACTOR obtain additional insurance sufficient in coverage, form, and amount to provide the protection required. The request shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks involved. If the CONTRACTOR is unable to provide the additional coverage as requested, the STATE reserves the right to terminate the Contract with prior written notice.

The CONTRACTOR shall immediately provide written notice to the contracting agency should any of the insurance policies evidenced on its certificate of insurance or endorsement be cancelled, limited in scope, or not renewed upon expiration.

The insurance policy(s) shall contain the following clauses:

- 1) "The State of Hawaii, its departments, attached agencies, officers, employees, and agents are added as additional insured with respect to operations performed for the State of Hawaii."
- 2) "It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."

The CONTRACTOR agrees to a Waiver of Subrogation for each required policy described herein. When required by the insurer, or should a policy condition not permit the CONTRACTOR to enter into a pre-loss agreement to waive subrogation without an endorsement, the CONTRACTOR shall notify the insurer and request that the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy which includes a condition specifically prohibiting such an endorsement, or voids coverage should the CONTRACTOR enter into such an agreement on a pre-loss basis.

Failure of the CONTRACTOR to provide and keep in force such insurance shall be regarded as material default under the Contract, entitling the STATE to exercise any or all of the remedies provided in the Contract for a default of the CONTRACTOR.

The procuring of such required policy or policies of insurance shall not be construed to limit the CONTRACTOR's liability hereunder or to fulfill the indemnification provisions and requirements of the Contract. Notwithstanding said policy or policies of insurance, the CONTRACTOR shall be obligated for the full and total amount of any damage, injury, or loss caused by negligence or neglect connected with the Contract.

2. Counterparts and Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement. The facsimile, email, or other electronically delivered signatures of the parties will be deemed to constitute original signatures, and facsimile or electronic copies hereof will be deemed to constitute duplicate originals.

# Creating the Contract

- All awarded proposals listed on solicitation website:
  - <https://hands.ehawaii.gov/hands/awards>
- Funded/Unfunded letters sent out
- Funded letters requesting:
  - Legal address of entity
  - Copy of W9 and sample invoice (information on both should be same)
  - Copy of Certificate of Insurance
- Reviewed by Fiscal Office, Attorney General, HDOA Chairperson, and Department of Accounting and General Services

# Creating the Contract

- Contractor's electronic signatures needed
  - eSign
- Contract gets contract number
- Copy of contract sent to contractor
- First invoice can be submitted (along with compliance certificate)
- Contract creation process – may take about a month
  - Get your contract signed quickly!



# Thank you!

Marci Clingan  
Agricultural Development Division Secretary  
(808) 973-9576  
[Marci.Clingan@hawaii.gov](mailto:Marci.Clingan@hawaii.gov)

## HAWAI`I TO RECEIVE \$1.9 MILLION FOR GRANTS TO SUPPORT SMALL-SCALE AGRICULTURE

- ▶ The State of Hawai`i has been awarded \$1.9 million by the U.S. Department of Agriculture (USDA) to provide grants to increase the quality and quantity of locally grown foods in food-insecure communities that import a significant quantity of food.
- ▶ “This grant program will help to support small-scale farming, ranching and agricultural operations so they may increase food production in their particular areas,” said Gov. Ige.
- ▶ “If we can boost food production in more remote areas where there is a greater need, Hawai`i agriculture and entire communities will be strengthened,” he added.

- ▶ The Hawaiʻi Department of Agriculture (HDOA) applied for the **Micro-Grants for Food Security Program** in August 2020 and the total award was \$1,938,556.80. The grant program is **not** connected to the CARES Act. It was established under the **2018 Farm Bill** to provide support for small-scale gardening, herding and livestock operations to help produce food in areas that are food insecure.
- ▶ In applying for the USDA grant, HDOA used data from the state's ***Supplemental Nutrition Assistance Program (SNAP)*** to ***demonstrate the need in each county*** and the total grant amount will be *distributed accordingly* to each county.
- ▶ A panel in each county will be appointed to review and approve eligible proposals.

## Grant Allocations Per County

County	Percentage of SNAP Total (43,676)	Allocation (\$)	Number of Farms (2017 Census of Agriculture)
Oahu (Honolulu C&C)	57%	1,038,678.74	927
Kauai	7%	127,557.04	773
Hawaii (East and West)	23%	419,115.98	4,220
Maui	13%	236,891.64	1,408
TOTAL	100%	1,822,243.40*	7,328

\*Total grant award is total awarded \$1,938,556.80, including grant administration (3%) and indirect costs (3%).

## Eligibility

- ▶ **Individuals** (farmers, ranchers, producers, home gardeners, hunters) may apply for a **maximum \$5,000**.
- ▶ **Organizations** (religious organizations, food banks, food pantries, and federally funded institutions of learning) may apply for a **maximum \$10,000** and **must provide a 10 % cash match**.

## Examples of activities which may be funded include:

### ▶ Small-Scale Gardening

- ▶ Tools, equipment, soil, seeds, or plants
- ▶ Refrigeration, canning, or composting equipment
- ▶ Towers, or items to support hydroponic or aeroponic farming

## Examples of activities which may be funded include (continued):

- ▶ **Small-Scale Herding and Livestock Operations**
  - ▶ Purchase of animals
  - ▶ Supplies needed to erect or repair fencing for livestock
  - ▶ Activities and supplies needed to set up or equip a slaughter and processing facility, including the purchase of a mobile slaughterhouse.

## Examples of activities which may be funded include (continued):

- ▶ **Expanding Access to Food and Knowledge of Food Security**
  - ▶ Create or expand avenues for the sale of food commodities
    - ▶ Paying for the shipment of purchased items related to growing or raising food for local consumption.



This webinar will also be posted on our website to guide interested parties through the application process.

<http://hdoa.hawaii.gov/add/md/>

## Application: Required Forms to Submit

### For Individuals:

- ▶ MGFSP Project Template
- ▶ Exhibit A - Contact and Title Page including County of Residence
- ▶ Exhibit C - Endorsement Statement
- ▶ Hawaii Compliance Express Certificate (Due upon the award)

### For Applications from two or more entities for the same project:

- ▶ Form A

### For Organizations:

- ▶ Match Verification Letter

***Incomplete application will not be reviewed.***

# Micro-grants for Food Security Program (MGFSP)

The purpose of the MGFSP is to increase the quantity and quality of locally grown food in food insecure communities that import a significant quantity of food.

The funds from this grant can be used to engage in activities that will increase the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods and communities. (Appendix F)

Priority will be given to individuals for this grant cycle.

# Micro-grants for Food Security Program

## MGFSP PROJECT TEMPLATE

AWARD YEAR 2020

The Micro-Grants for Food Security Program (MGFSP) requires that the eligible entities submit this project template that details the necessary information to fulfill the goals and objectives of their project. The acceptable font size for the narrative is 11 or 12 pitch with all margins at 1 inch.

### PROJECT TITLE

*Provide a descriptive project title in 15 words or less in the space below.*

### DURATION OF PROJECT

Start Date:	Start Date	End Date:	End Date
-------------	------------	-----------	----------

### ELIGIBLE ENTITY TYPE

- ☐ Individual
- ☐ Native Hawaiian, Indian tribe or tribal organization
- ☐ Local or tribal government that may not levy local taxes under State or Federal law

Nonprofit organization that is engaged in increasing food security, including -

- ☐ Religious Organization
- ☐ Food Bank
- ☐ Food Pantry

Federally funded education facility, including -

- ☐ Head Start program or an Early Head Start program
- ☐ Public elementary school or public secondary school
- ☐ Public institution of higher education
- ☐ Tribal College or University
- ☐ Job Training Program

☐ Two or more Individuals or Organizations – Form A required

### PROJECT PARTNER AND SUMMARY

*In 250 words or less, provide a very brief description of the project. This summary will be made available to the public. A Project Summary includes:*

1. *The name of the applicant organization that, if awarded a grant, will establish an agreement or contractual relationship with the State department of agriculture to lead and execute the project.*
2. *A concise outline of the project's objectives and outcome(s), and*
3. *A description of the general tasks to be completed during the project period to fulfill this goal.*

- **Project Title**

Can be determined after proposal is completed and before submission

- **Duration of Project**

funding estimated to be available in July 2021

Start date – after July 2021

End date – maximum 12 months

- **Eligible Entity Type**

- **Project Partner and Summary**

This summary will be posted on the USDA website to describe your project; can be added after the proposal is completed and before submission.

## PROJECT PURPOSE

### PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

*The objectives must be related to addressing the issue(s), problem(s), or need(s) mentioned in the summary (above). Objectives should be one sentence that describes the main reason(s) and goal(s) of the proposal. One or two objectives is preferred. Add objectives as necessary.*

Objective 1|

Objective 2

## OBJECTIVE/S ARE WHAT THE PROPOSAL INTENDS TO ACHIEVE

### Concise:

Provide my family a dozen eggs a week.  
(The Outcome and Indicator and data collection will support this Objective)

Plant fruit trees.  
(The Outcome and Indicator and data collection will support this Objective)

Increase the varieties/pounds of vegetables harvested from my backyard.  
(The Outcome and Indicator and data collection will support this Objective)

## • Project Purpose

### Start with the purpose

“It would be great if I could grow more (fruits, vegetables) so we could have fresher, more nutritious food.”

“If my yard was fenced in, I could raise (chickens, pigs, goats).”

“I could grow food if my backyard had more (soil, grading, drip irrigation).”

“I need proper gardening tools and a compost bin, and a storage shed to start a home garden.”

Once you decide on the Project Purpose, choose either Outcome 1 and/or Outcome 2 and an associated Indicator. **Must choose at least one of these Outcomes and Indicators** Changes to Outcome 1 and Outcome 2 and the Indicators are not allowed.

#### EXPECTED MEASURABLE OUTCOMES

##### SELECT THE APPROPRIATE OUTCOME(S) AND INDICATOR(S)/SUB-INDICATOR(S)

OUTCOME 1 and/or OUTCOME 2 -- You must choose at least one of these outcomes and indicators

OUTCOME 3 and/or OUTCOME 4 -- Optional; adds detail to the project and provides information about the project

##### OUTCOME 1: TO INCREASE THE QUANTITY AND QUALITY OF LOCALLY GROWN FOOD FOR FOOD INSECURE INDIVIDUALS, FAMILIES, NEIGHBORHOODS, AND COMMUNITIES

Outcome 1 addresses the MGFSP legislation requiring subrecipients to measure the quantity of food grown, written as follows: "the quantity of food grown through small-scale gardening, herding, and livestock operations".

Indicator	Description	Estimated Number	N/A
1.a.	Total <u>number</u> of project beneficiaries/stakeholders to be reached		<input type="checkbox"/>
1.b.	Of the number in 1.a., the number that will create or expand a small-scale: 1. Gardening operation 2. Herding operation 3. Livestock operation	1. 2. 3.	<input type="checkbox"/>
1.c.	Of the number in 1.a., the number that will gain knowledge of local food production strategies through attending agriculture-focused job training or education programs		<input type="checkbox"/>
1.d.	Of the number in 1.a., the number that will <u>be located in</u> geographic locations with the highest rate of food insecurity		<input type="checkbox"/>
1.e.	Of the number in 1.a., the number that will gain knowledge of food processing and safety practices for handling, preparing, and storage of food		<input type="checkbox"/>

##### OUTCOME 2: TO INCREASE FOOD SECURITY FOR AT-RISK MEMBERS OF THE COMMUNITY THROUGH THE DEVELOPMENT AND ENHANCEMENT OF LOCAL AGRICULTURAL RESOURCES AND STRATEGIES

Outcome 2 addresses the MGFSP legislation requiring subrecipients to measure the number of food insecure individuals fed, written as follows: "the number of food insecure individuals fed as a result of the subgrant".

Indicator	Description	Estimated Number	N/A
<b>Of the total number of project participants, the:</b>			
2.a.	Number of new farmers who went into local food production		<input type="checkbox"/>
2.b.	Number of new or existing delivery systems/access points reached that will expand and/or improve locally produced product or service offerings		<input type="checkbox"/>
2.c.	Number of opportunities created or maintained for small-scale gardening, herding, or livestock operations		<input type="checkbox"/>
2.d.	<b>Customer counts increased during the project performance period</b>		<input type="checkbox"/>
	Initial (Original) Customer Count		
	Estimated Final (Resulted) Customer Count		
	Percent Change ((n final - n initial)/(n initial) * 100 = % change)	%	

## • Outcome 1

Estimate the number of beneficiaries that will benefit from the project

Choose at least one Indicator to support the Outcome

## • Outcome 2

More suited for organizations or two or more entities working on the same project.

Similar process in that you will again choose the applicable Indicator to support the Outcome.

**OPTIONAL:** Choose Outcome 3 and/or Outcome 4 and an associated Indicator. This describes the project with more detail that is important to preparing the timeline and budget for the project. Changes to these Outcomes and Indicators are allowed.

**OUTCOME 3: TO PROVIDE THE RESOURCES TO INCREASE THE QUANTITY AND QUALITY OF LOCALLY GROWN FOOD FOR FOOD INSECURE INDIVIDUALS, FAMILIES, NEIGHBORHOODS, AND COMMUNITIES**

*Outcome 3 addresses the MGFSP legislation written as follows: "Use of subgrant funds by eligible entities" -- recapped in APPENDIX A of the RFP 21-02-MDB and on page 5, III. Eligible Projects of the RFP.*

Indicator	Description	Estimated Number	N/A
<b>Of the uses of subgrant funds listed in III. Eligible Projects (page 5) of the RFP:</b>			
3.a.	The items (A through L) that applies	Item (A – L)	<input type="checkbox"/>
3.b.	Number of measurable items, units, animals, fish, sea crops, seeds, feet of fencing, etc. resulted / delivered by the project		<input type="checkbox"/>
3.c.	Number of pounds of food produced, or number of eggs, or number of items (cans, bottles, units) of value-added products resulted from the project		<input type="checkbox"/>
3.d.	Other measurable indicator – describe indicator and unit of measure		<input type="checkbox"/>

**OUTCOME 4: TO SUPPORT THE PRODUCTION OF FOOD THROUGH SMALL-SCALE GARDENING, HERDING, AND LIVESTOCK OPERATIONS IN FOOD INSECURE COMMUNITIES**

*Outcome 4 addresses the MGFSP legislation: PURPOSE: The purpose is to increase the quantity and quality of locally grown food through small-scale gardening, herding, and livestock operations in food insecure communities.*

Indicator	Description	Estimated Number	N/A
<b>Of the small-scale gardening, herding, and livestock operations supported:</b>			
4.a.	Number of on-site visits conducted, or individuals or operations contacted on behalf of the project: 1. On-site visits 2. Individuals 3. Operations contacts	1. 2. 3.	<input type="checkbox"/>
4.b.	Number of commodity associations or community groups whose members produce food contacted: 1. Number contacted: 2. Number that received resources (supplies, seeds, inputs,)	1. 2.	<input type="checkbox"/>
4.c.	Number of student groups reached through outreach activities: 1. Number of groups contacted – 4H, Hawaii FFA, Athletics, etc. 2. Number that were provided resources (supplies, seeds, inputs)	1. 2.	<input type="checkbox"/>

## • Outcome 3

More suited for a project by an individual **or** two or more eligible entities working on the same project.

Select the applicable Indicator/s

## • Outcome 4

More suited for an organization or two or more eligible entities working on the same project.

Select the applicable Indicator/s

# Data Collection

- List the Outcome and Indicator

## DATA COLLECTION TO REPORT ON OUTCOMES AND INDICATORS

*Describe how you plan to collect the required data and how you intend to measure each of the selected outcome(s) and indicator(s) in the space below.*

List Outcome / Indicator	How the data will be collected

- Describe how you will collect the data to support whether the Indicator number was achieved.
- This section provides the information required for the final report.
- Important: If you will need supplies to collect data, such as a scale (to weigh the food harvested) or tablet (to take photos of the project and record data), remember to add into the budget.



# Project Timeline, Action and Work Plan

## PROJECT TIMELINE, ACTION AND WORK PLAN

### SHOW THE TIMELINE FOR THE PROJECT

You must create a timeline for the project identifying and starting with MONTH 1 taking the timeline through the duration of the project. **EXAMPLE below is the format to be included in the proposal.**

OUTCOME(S) and Indicator(s)	ACTION The action plan to achieve the Outcome(s) and indicator(s)	BUDGET The portion of the budget expended to complete the action	PERSON who will oversee and/or complete the action	MONTH (Month 1, 2, 3, 4...) TAKE PHOTOS COLLECT DATA
-----------------------------	--	---	---	---

<p><i>Outcome 1: To increase the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods, and communities</i></p> <p><i>Indicator:</i></p> <p><i>1. a. Total 5 of project beneficiaries / stakeholders to be reached.</i></p> <p><i>1.b. Of the number in 1.a., the number that will create or expand a small-scale:</i></p> <p><i>Gardening operation - 3</i></p> <p><i>Livestock operation - 2</i></p>	<p>Buy supplies – garden tools, chicken coops and chickens, feed, seeds, fruit trees, soil, fertilizer, hand tiller and fencing</p> <p>Save all receipts</p>	\$5,000	Hawaii Individual	<p>Month 1 -2 Set up chicken coop, fencing</p> <p>Month 3-5 Plant fruit trees, soil preparation, plant vegetable seeds</p> <p>Month 5 – 10 Tend to chickens and fruit trees and vegetable plants; collect eggs and harvest produce</p> <p>Month 11- 12 Write final report using template provided</p>
Additional Outcomes and Indicators, if applicable				

- Show the Outcome/s and Indicator/s and the timeline, actions and work plan to achieve each one.
- This helps your planning and helps HDOA monitor progress; if project needs more time to be completed, we will know by reviewing the timeline, actions and work plan.
- Take photos, collect data as part of the work plan.
- Budget should mirror where in the action plan and timeline the expenditure will take place.
- This section will help complete the final report

# Now the Project is ready for a budget

## BUDGET NARRATIVE

The budget narrative must show the total cost for the project and describe how category costs listed in the budget are derived. The budget justification must provide enough detail to easily understand how costs were determined and how they relate to the Project Objectives and Expected Measurable Outcomes. Applicants should review the Request for Applications section 4.5 Funding Restrictions prior to developing their budget narrative and for more information on allowable and unallowable expenses.

Budget Summary		
Expense Category	Federal Funds Requested	Cost Share or Match Request
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other		
Direct Costs Subtotal		
Indirect costs (10% de minimus rate or NICRA - attach agreement)		

Total Budget (direct + indirect)  
**INDIVIDUAL ENTITIES ARE NOT ELIGIBLE TO CLAIM INDIRECT COSTS**  
(federal funds requested plus 10% cash match for organizations)  
Total not to exceed \$5,000 per individual or \$11,000 per organization [\$10,000 + \$1,000 cash match]

## MATCHING FUNDS VERIFICATION

All eligible organizations must provide a 10 percent cash match on the amount received under the subgrant, in the form of non-Federal cash resources; this matching provision has been waived for individuals.

By checking the box to the right, I confirm that my organization received written verification (i.e. signed letter from the matching organization) of match commitment from any party, including the eligible entity, who will contribute a cash match of non-Federal resources to this project in the amount of 10 percent of the total project budget.	<input type="checkbox"/>
If the eligible state has waived the matching requirement for an individual applicant, please check this box.	<input type="checkbox"/>

## • Individuals

- \*maximum \$5,000
- \*indirect costs not allowed
- \*matching funds not required
- \*in-kind contribution encouraged

## • Organizations

- \*maximum \$10,000
- \*indirect costs de minimus/NICRA allowed
- \*10% cash matching funds required
- \*in-kind contribution encouraged

Personnel – Persons employed by the subgrantee

Equipment – over \$5,000 (see FAQs)

Supplies – under \$5,000

Contractual – is there a contract or agreement or “fee for services”

# Program Income

## PROGRAM INCOME

*Program income is gross income—earned by a recipient or subrecipient under a grant—directly generated by the grant-supported activity or earned only because of the grant agreement during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award (this includes items sold at cost if the cost of producing the item was funded in whole or partially with grant funds); registration fees for conferences, etc.*

Source/Nature of Program Income	Description of how you will reinvest the program income into the project	Funds Expected
		\$
		\$

<b>Program Income Total</b>	
-----------------------------	--

- Program income is allowed
- Must be reinvested into the project if earned during the project period
- Income earned after the project ends is reported as other income is reported

# THANK YOU

## Questions?

Andrew Phomsouvanh

[andrew.phomsouvanh@hawaii.gov](mailto:andrew.phomsouvanh@hawaii.gov)

Marci Clingan

[marci.clingan@hawaii.gov](mailto:marci.clingan@hawaii.gov)

Karen Sur

[karen.y.sur@hawaii.gov](mailto:karen.y.sur@hawaii.gov)

Yukashi Smith

[yukashi.m.smith@hawaii.gov](mailto:yukashi.m.smith@hawaii.gov)

Sharon Hurd

[Sharon.k.hurd@hawaii.gov](mailto:Sharon.k.hurd@hawaii.gov)